



Transportation Department  
Permit Processing (425) 452-6800

RIGHT OF WAY USE  
**Over-The-Counter Driveway**  
PERMIT APPLICATION

<b>C/G Permit #:</b>	<b>Permit #:</b>
<b>Application Date:</b>	<b>Intake Tech:</b>

1. **Property Address or Location** \_\_\_\_\_

2. **Property Owner** \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

3. **Review Contact** \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

4. **Licensed Contractor** \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**State Contractor's License** \_\_\_\_\_ **Bellevue Business Reg** \_\_\_\_\_

1-800-647-0982

(425) 452-6851

5. **Description of Driveway Replacement (like-for-like, no change in size or location):**

☐ Brushed Concrete/ Asphalt ☐ Patterned/Stamped Concrete ☐ Pavers or Stones ☐ Other \_\_\_\_\_

*I hereby certify that the information on this application furnished by me is true and correct and that the applicable requirements of the City of Bellevue will be met.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Property Owner or Homeowner

**Call ONE CALL for locates two working days before you dig, drill, or blast. "It's the law" 1-800-424-5555 (RCW 19.122)**

**Section to be completed by the City of Bellevue**

ROW OTC permit? YES

Start work on: Today's Date

Start work time: 8:30 am

End work on: 6 Months

End work time: 3:30 pm

Assurance Device required? WAIVED

Indemnity Agreement required? YES

## Qualification Sheet

### Over-The-Counter Permit for Existing Driveway Replacement

Address \_\_\_\_\_

Permit # \_\_\_\_\_

An over-the-counter right of way permit may be issued for a single family residential driveway replacement (like for like). Any driveway work that involves proposed changes to the City infrastructure or size of the driveway are considered outside of the scope of the over-the-counter permit and will require plan review.

**What materials will be used for the driveway replacement? (Circle all that apply.)**

Brushed Concrete /Asphalt      Exposed Aggregate      Patterned or Stamped Concrete      Colored Concrete

Pavers/Stones    Other: \_\_\_\_\_

**Inspections are required for over-the-counter permits.**

I understand that I am required to have three (3) inspections associated with this permit; those inspections are:

1. **Pre-construction** - A meeting prior to the start of work to discuss the project, address questions/issues.
2. **Job Start** - When forms are in place but prior to materials being poured/installed.
3. **Final** - After work is completed to approve the work and close the permit.

**NOTE: YOU MUST CALL 1-800-424-5555 FOR LOCATES TWO BUSINESS DAYS BUT NOT MORE THAN 10 DAYS BEFORE YOU SCHEDULE YOUR PRE-CONSTRUCTION MEETING AND START ANY EXCAVATION AUTHORIZED BY THIS PERMIT.**

**General Driveway requirements (See City of Bellevue Driveway Requirements handout provided by staff.)**

1. All concrete driveways require a full-depth expansion joint at the right of way line.
2. No rebar, wire or re-enforcing steel is allowed in the right of way portion of the driveway.
3. The edge of the existing asphalt roadway must be saw cut prior to construction of the driveway; the location of this cut needs to be approved by the inspector prior to making the cut.

**Additional requirements**

A traffic control plan and/or flaggers may be required. Your inspector will work with you at your **Pre-construction** meeting to determine if traffic control is required.

**Plans may be required.**

If the field inspector determines that your project exceeds the scope of the quick review permit, you will be required to stop work and submit plans for review. Plan review may involve project delays and additional fees will be assessed.

**\*Indemnification Agreement may be required.**

Installation of pavers, stones, patterned or stamped concrete or similar specialty finishes into the public right of way will require the property owner to complete and record an Indemnification Agreement with the original returned to the Right of Way Use Division of the Transportation Department. This Agreement states that if the right of way is used for ANY public purpose, including but not limited to the installation of utilities and sidewalks, the property owner is responsible for restoring the driveway to any condition not meeting the City of Bellevue standard for driveways. Permits will not be finaled/closed until the City receives the original recorded agreement. Additional permitting fees may be assessed if the permit expires prior to the agreement being received.

***I certify that my project qualifies for an over-the-counter permit and that I have read, understand, and will comply with the above information. I further acknowledge that I am the owner regarding the property at the above-referenced address.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_